

DAU PRESS

Defense AT&L Magazine

Author Deadlines

Issue	Manuscript Deadline
January - February	October 1
March - April	December 1
May - June	February 1
July - August	April 1
September - October	June 1
November - December	August 1

Authors are advised to submit early. When an issue has a full complement of articles, it is closed, regardless of the author deadline. Articles submitted after an issue has closed will automatically be considered for the following issue.

Defense AT&L magazine publishes feature stories focusing on real people and events. Stories that appeal to our readers, who are senior military personnel, civilians, and defense industry professionals in the program management/acquisition business, are those taken from your own experience rather than pages of researched information.

We do not print academic papers, fact sheets, technical papers, or white papers. We do not use endnotes or references in our articles. Manuscripts meeting any of those criteria are more suited to DAU's journal, *Defense Acquisition Review Journal (ARJ)*.

We reserve the right to call for a review of articles by DAU faculty or staff with expertise in the subject matter, and to edit for clarity and style or to meet space limitations. Edited manuscripts are reviewed by the author prior to publication.

Length

Articles should be 2,000 to 2,500 words. Articles that are significantly longer should be presented in two parts for publication in consecutive issues of the magazine.

Presentation

Please use Times Roman or Courier 11 or 12 point. Double space your manuscript, and do not use columns or any formatting other than bold and italics. Use 1-inch margins on all sides. Do not embed photographs or charts in the manuscript.

Graphics

Digital files of photos or graphics may be sent as e-mail attachments or mailed on zip disks or CDs. Each figure or chart must be saved as a separate file in the original software format in which it was created. Name the files according to the way you refer to them in your article (e.g., Figure 1.PPT, Figure 2.PPT, etc.).

Digital files must meet the following publication standards:

- EPS files generated from Illustrator (preferred) or Corel Draw (for other formats, provide program format as well as EPS file)
- TIF or JPEG files sized to print no smaller than 3 x 5 inches at a resolution of 300 pixels per inch
- Other files in original program format (e.g., Powerpoint)

We print no photograph from outside the Department of Defense without written permission from the source. It is the author's responsibility to obtain such permission.

Questions regarding graphics: Please call (703) 805-4287, DSN 655-4287, or e-mail DefenseATL@dau.mil. Subject line should read: *Defense AT&L graphics query*.

SUBMISSION PROCEDURES

Save your manuscript, as a Microsoft® Word file. Graphics should be sent in separate files. Include a 25-word biography in a separate Word file.

E-mail submissions are preferred to: DefenseATL@dau.mil. Subject line should read: *Defense AT&L submission*.

Submissions, with graphics in separate files on the same disk, may also be mailed on a 3½ -inch diskette, zip disk, or CD to:

DEFENSE ACQUISITION UNIVERSITY
DAU PRESS
ATTN JUDITH GREIG
9820 BELVOIR RD, SUITE 3
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The receipt of your manuscript will be acknowledged within five working days. You will be notified of the publication decision within two to four weeks.

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No articles for *Defense AT&L* will be considered without a signed release certifying them as a work of the U.S. government. Please print the "Certification as a Work of the U.S. Government" form, complete it where indicated in red, sign it, and fax it to 703-805-2917.

Alternatively, you may submit a written release from the major command (normally the public affairs office) indicating the author is releasing the article to *Defense AT&L* for publication without restriction.

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Author is also responsible for obtaining and submitting necessary written releases to use graphics or photographs.

Tips for Authors

- Good writing sounds like informal conversation. Write naturally and avoid stiltedness. Use the first person—I, we, or *our*—whenever appropriate.
- Readers prefer the active voice; too much passive voice writing dilutes an otherwise dynamic, active, enthusiastic article.

Passive:	<i>The class was conducted by Army Col. James Moran.</i>
Active:	<i>Army Col. James Moran conducted the class.</i>

- Include examples that your readers can identify with.
- Remove gender-specific language (he, she) from your article unless it is clear that the text refers to a specific person.
- Please keep acronyms to an absolute minimum. If you use them, they must be defined.
- We follow the *Associated Press Stylebook* in the way we abbreviate military ranks, dates, naval vessels. We do not use Service-specific designators, abbreviations, and acronyms.
- Please keep capitalization to the minimum. Excessive capitalization interferes with readability. We follow the guidelines in the *Associated Press Stylebook*.

If you need to talk to the editor, please call (703) 805-3762/DSN 655-3762 or e-mail DefenseATL@dau.mil. Subject line should read: *Defense AT&L* query.